

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING (PACAF)**

**354th FIGHTER WING INSTRUCTION
44-120**



17 FEBRUARY 2011

Medical

**URINALYSIS DRUG TESTING PROTOCOLS
FOR EIELSON AIR FORCE BASE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Scott A. Sprenger)

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This new wing instruction pertains to Eielson-specific collection processes and roles and responsibilities not covered in *AFI 44-120, Drug Abuse Testing Program*. It includes "gate sweep" random testing; recall of base personnel for inspection testing; commander requests for unit and/or dormitory sweeps; shift worker testing hours, after hours, and weekend and holiday testing. This instruction applies to assigned and tenant units on Eielson Air Force Base. All active duty, Reserve and National Guard military personnel, regardless of service, rank, grade or position are subject to the provisions of this instruction while under the jurisdiction of the Commander, 354th Fighter Wing. The testing requirements herein are applicable only to members of the US Armed Forces and not the Armed Forces of foreign countries. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information.

This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by DoDD 1010.1 and DoDI 1010.16

1. RANDOM URINALYSIS DRUG TESTING AT THE INSTALLATION MAIN GATE

1.1. Only the Commander, 354th Fighter Wing (354 FW/CC) or designee will authorize random urinalysis drug testing selection of personnel at the installation's main gate referred to as a "gate sweep". The 354 FW/CC or designee will:

1.1.1. Include the Drug Demand Reduction Program Manager (DRPM) and 354th Fighter Wing Judge Advocate (FW/JA) during the planning process of a gate sweep and provide a copy of the Execution Order (EXORD) to the DRPM in order to ensure appropriate resources are available.

1.1.2. Determine the date/time(s) for a gate sweep, which is not to be announced prior to the event. Only the 354 FW/CC, designee and DRPM/Drug Testing Program Administrative Manager (DTPAM) will have knowledge of the details.

1.1.3. Select method of random testing for all U.S. active duty personnel to include active duty personnel on temporary duty (TDY) at Eielson Air Force Base.

1.1.4. Ensure all notifications are made to the DRPM/DTPAM in strict confidence and provide pertinent data to facilitate arrangement of sufficient manpower in concert with DRPM.

1.1.5. Ensure the mission of the 354th Security Forces Squadron (SFS) is not impacted during a gate sweep. At no time will random entry point urinalysis drug screenings interfere with the duties and responsibilities of posted 354 SFS members.

1.1.6. Ensure, in conjunction with DDRPM, the collection, storage, and processing of specimens are executed IAW AFI 44-120, *Drug Abuse Testing Program*

1.2. Gate sweep urinalysis testing will utilize the following procedures:

1.2.1. 354 FW/CC or designee, in conjunction with DDRPM, will assign monitors at the gate to issue instructions for "Conducting a gate sweep on Eielson Air Force Base." ([Attachment 2](#))

1.2.2. The monitors will retrieve the military identification card from each active duty military member in the selected vehicle for the purpose of collecting information.

1.2.3. The monitors will complete all of the information on the "Gate Sweep Drug Urinalysis Selection and Screening Order" ([Attachment 3](#)) for each active duty military member. Each active duty military member will then sign the 1st endorsement on the order.

1.2.4. The monitors will complete a "Gate Sweep Drug Urinalysis Selection and Screening Log" ([Attachment 4](#)) with one entry for each selected active duty military member to include name, grade, social security number, and organization. The member will then sign the log.

1.2.5. In the event the service member is not in possession of the military identification card, the service member will provide another form of personal identification. The 354 SFS will be the authority to determine acceptable alternate forms of identification. In the

event the service member does not have any identification, 354 SFS will consult with 354 FW/JA for guidance.

1.2.6. The monitor will issue the signed gate sweep drug urinalysis selection and screening order to each selected active duty military member and direct them to the collection site immediately. The monitor will retain the signed log.

1.2.7. Active duty military members will report to the designated collection facility with their signed gate sweep drug urinalysis selection and screening orders and military identification card or acceptable alternate form of identification as determined by 354 SFS. The 354 SFS will coordinate testing through DRPM after consulting with 354 FW/JA for those active duty members without identification.

1.2.8. At the end of the specified gate sweep inspection period, the monitor will report to the collection site and provide the DRPM with the completed gate sweep drug urinalysis selection and screening log. The DRPM/DTPAM will match the information provided on the sign-in log with the signed orders collected at the site as well as the urine samples provided. Any shortfalls or discrepancies will be reported to the individual's commander and 354 FW/JA for action.

1.3. The 354 FW/JA will ensure a representative is available (either on-site or on call) to provide legal guidance to the 354 FW/CC or designee, DRPM, and 354 SFS during the notification and collection process.

1.4. The DRPM or designee will report all cases of suspected adulteration and refusals to submit the required specimen to the active duty service member's unit commander and 354 FW/JA. Commanders are required to investigate and take disciplinary action as appropriate.

2. RECALL OF BASE PERSONNEL FOR INSPECTION TESTING

2.1. At the 354 FW/CC or designee's discretion, any unit(s) and/or percentage of unit(s) may be directed for drug urinalysis testing. The 354 FW/CC or designee will:

2.1.1. Include the DRPM and 354 FW/JA during the initial planning process of the base personnel recall and will ensure the DRPM has a copy of the EXORD. This will ensure appropriate resources are allocated. The 354 FW/JA will provide legal advice during the initial planning process.

2.1.2. Exclude all military members to include 354 FW/JA from the remaining planning process so that only the 354 FW/CC or designee and the DRPM/DTPAM will know, prior to the testing, the date and time of testing. DRPM should have adequate notification to allocate appropriate resources, materials, and personnel.

2.2. Personnel randomly selected for inspection testing will be selected by the Air Force Drug Testing Program (AFDTP) unless 100% unit sweep is requested.

2.2.1. After the DRPM/DTPAM has completed the random selection, the AFDTP product will be placed in a sealed envelope and secured in the Drug Demand Reduction Program (DDRP) secured storage until the time to proceed with the recall.

2.3. Once the recall begins, the DRPM will notify the 354 FW/CC or designee that one of the units has been randomly selected for inspection testing.

2.3.1. The 354 FW/CC or designee will contact the group commander of the selected unit and notify him/her that one of his/her units has been randomly selected for inspection testing and recall of personnel in the selected unit is necessary. The 354 FW/CC or designee can delegate the authority to the DRPM to notify the group commander of the selection.

2.3.2. The group commander will receive, via encrypted e-mail, the information pertaining to the selected unit and members with an attached list of trusted agents and a letter of instruction detailing the notification process.

2.3.3. Group commanders will comply with the instructions outlined in the letter, "Instruction for Base Recall Urinalysis Testing" ([Attachment 5](#)) and will proceed to notify the unit commander of their random selection. Group commanders can delegate the authority to the DRPM to send, via encrypted e-mail the notification to the unit commander and trusted agents with the names of the active duty service members randomly selected for inspection testing.

2.3.4. Upon receipt of the notification letters, the trusted agents will have their unit commander properly sign the letters as they notify the active duty members selected for the inspection testing.

2.3.5. Upon completion of the notification process, the trusted agents will send a status report, via encrypted e-mail, accounting for all selected active duty members to the DRPM/DTPAM.

2.3.5.1. Active duty members who are deployed or are TDY from Eielson will have a "Return To Duty" date entered into the AFDTP software and will test upon return IAW AFI 44-120, *Drug Abuse Testing Program*. Commanders can include this in their EXORD.

2.3.5.2. Active duty members that have recently left Eielson for a Permanent Change of Station, were discharged, retired or separated from the Air Force will have the test cancelled in the AFDTP with a specific cancellation comment.

2.3.6. After testing is completed, the DRPM/ DTPAM will match the trusted agents' status report with the number of notification letters and samples collected at the DDRP testing site. Any discrepancies, cases of suspected adulteration, and refusals to submit the required specimen will be reported to the unit commander and the 354 FW/JA. Commanders are required to investigate the discrepancies and take disciplinary action as appropriate.

2.4. The 354 FW/JA will ensure a representative is available (either on-site or on call) to provide legal guidance to the DRPM and commanders during the notification and collection process of base recall personnel urinalysis drug screenings.

3. COMMANDER REQUESTED UNIT AND DORMITORY SWEEPS

3.1. Only commanders with Uniformed Code of Military Justice (UCMJ) authority are authorized to request drug screening sweeps of individuals under their command.

3.2. Commanders should only request unit and dormitory sweeps for unit health and morale purposes or when there is reason to believe there is a drug-related problem within their respective units. A floor, wing, or entire dorm is subject to inspection, during dormitory drug

screening sweeps. However, only personnel assigned to the unit selected to test will be tested.

3.3. The 354 FW/CC and subordinate commanders can request drug-screening sweeps of between 1 and 100 percent of their assigned personnel IAW Military Rule of Evidence 313, MCM, 1984. This includes full unit recalls and selective recalls (less than 100 percent) provided the names are selected randomly using the AFDTP software.

3.4. Commanders requesting unit and/or dormitory sweeps will coordinate with the 354 FW/JA prior to requesting assistance from DDRP. 354FW/JA will provide guidance to the commander prior to conducting a dormitory or unit sweep.

3.5. Only commanders will determine the date and time of unit and/or dormitory sweeps in concert with the DRPM/DTPAM in strict confidence.

3.6. Commanders are responsible for ensuring written orders “Order to Provide a Urine Specimen – Inspection Testing” ([Attachment 6](#)) for personnel notified during both unit and dormitory sweeps are appropriately acknowledged. A copy is maintained within the unit IAW AFM 37-139, Table 44-5, Rule 1.

3.7. A floor, wing, or entire dorm is subject to inspection, during dormitory drug screening sweeps by 354 FW/CC directed sweep.

3.7.1. Inspection drug testing will be conducted at the unit’s dormitory area and will utilize the dormitory facilities, unless another facility has been coordinated through the DRPM during the planning process.

3.7.2. During dormitory sweeps, the commander will provide sufficient manpower to secure the area ensuring no personnel depart prior to providing the required urinalysis specimen.

3.7.2.1. Commanders will ensure availability of senior ranking personnel to manage unforeseen circumstances. These individuals will provide their specimen first and then provide supervision of all remaining dormitory personnel as the sweep is conducted.

3.7.2.2. Selected senior ranking personnel will direct members to report as ordered to the collection site.

3.7.2.3. DDRP will only test the individuals present during the dormitory sweep on the day selected by the commander.

3.8. Unit sweeps can be conducted at the commander’s unit, if the proper facilities are available for testing, unless another facility has been coordinated through the DRPM during the planning process.

3.9. The 354 FW/JA will ensure a representative is available (either on-site or on call) to provide legal guidance to the collectors and commanders during the notification and collection process of dormitory and/or unit sweeps.

4. AFTER HOURS, WEEKEND AND HOLIDAY DRUG URINALYSIS COLLECTION

4.1. The DRPM will establish procedures to collect and secure drug urinalysis specimens outside normal duty hours, including weekends and holidays IAW AFI 44-120.

4.2. At the commander's discretion, any member(s) of his/her unit may be directed for drug urinalysis testing. Commanders requesting drug urinalysis testing outside normal duty hours, such as for probable cause, voluntary consent, and commander-directed, should consult with 354 FW/JA prior to requesting assistance from the DRPM.

4.3. Commanders or designee will utilize the following procedures when ordering drug urinalysis testing after hours, weekends, or holidays:

4.3.1. Commanders or designee will contact DRPM/DTPAM through 354 FW Command Post to coordinate collection of a specimen.

4.3.2. Commanders or designee will escort the member along with a reliable observer of the same gender to the DDRP office. The escort may serve as the observer at the time of collection providing they are of the same gender as the member.

4.3.3. Only the Commanders will bear the responsibility of providing an order letter signed by him/her and/or completed proper paperwork prior to arriving to the DDRP office for specimen collection. The following is a list of paperwork to be completed by the commander prior to arriving to the DDRP office for specimen collection depending on the nature of the testing:

4.3.3.1. Command-directed testing (**Attachment 7**) should only be used as a last resort to other types of testing because test results cannot be used in punitive actions under the UCMJ or for characterization of discharge.

4.3.3.2. Consent testing requires AF IMT 1364, *Consent for Search and Seizure*, which may be downloaded from the Air Force publishing website: <http://www.e-publishing.af.mil/>.

4.3.3.3. Probable cause testing is an authorized seizure which can be ordered only by a military magistrate or commander. This type of testing requires AF IMT 1176, *Authority to Search and Seize*, which is available on the AF website: <http://www.e-publishing.af.mil/>.

4.4. The 354 FW/JA will ensure a representative is available (either on-site or on call) to provide legal guidance to collectors and unit commander during the notification and collection process.

4.5. SFS Investigations and/or OSI may request a specimen to be collected from an active duty service member. This will be coordinated between the DRPM/DTPAM and the OSI agent or SFS investigator. The agent or investigator will bear the responsibility of providing a credible observer and ensuring an order letter is completed prior to arriving to the DDRP office for specimen collection IAW AFI 44-120.

5. Notification Procedure for Random Testing of the 354th Fighter Wing Commander

5.1. When the 354th FW/CC is randomly selected by the DTP for testing, the notification will be sent to the 354th Executive Officer. In turn, he/she will send the notification to the 11th Air Force Executive Officer who will print out the order for the 11th Air Force CC signature.

5.2. The 11th Air Force Executive Officer will send a fax or a scanned copy of the order back to the 354th Executive Officer.

5.3. The 354th FW Executive Officer will coordinate with the DRPM/DTPAM to identify a time in the FW/CC's schedule to perform the random test and will notify the 354th FW/CC when appropriate, to allow for the two hour report time IAW AFI 44-120.

JAMES N. POST, III, BRIGIDIER GENERAL, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES*****References***

DODD1010.1. December 9, 1994, Military Personnel Drug Abuse Testing Program

AFI 44-120, Drug Abuse Testing Program

AF IMT 1176, Authority to Search and Seize

AF IMT 1364, Consent for Search and Seizure

AFM 37-139, Military Rule of Evidence

Abbreviations and Acronyms

AFDTP—Air Force Drug Testing Program

AFI—Air Force Instructions

AFM—Air Force Manual

DDRP—Drug Demand Reduction Program

DRPM—Demand Reduction Program Manager

DTPAM—Drug Testing Program Administrative Manager

EXORD—Execution Order

FW—Fighter Wing

FWI—Fighter Wing Instruction

IAW—In Accordance With

JA—Judge Advocate

OSI—Office of Special Investigations


SFS—Security Forces Squadron

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

Attachment 2

MEMORANDUM FOR ENTRY POINT MONITORS FOR GATE SWEEP DRUG SCREEN**Figure A2.1. MEMORANDUM FOR ENTRY POINT MONITORS FOR GATE SWEEP DRUG SCREEN**

<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES</p>  <p style="text-align: right;">Date:</p> <p>MEMORANDUM FOR ENTRY POINT MONITORS FOR GATE SWEEP DRUG SCREEN</p> <p>FROM: 354 FW/CC</p> <p>SUBJECT: Conducting Gate Entry Point Urinalysis Drug Screenings on Eielson Air Force Base</p> <p>1. You have been selected to be a monitor for a gate entry point urinalysis drug screening of active duty military personnel entering this installation through the _____ Gate between the hours of _____ and _____.</p> <p>2. The guidance below will assist you in the process.</p> <p style="padding-left: 40px;">a. You will instruct every _____ vehicle entering the installation to pull to the right side of the road closest to the installation entry point. (Use existing inspection point, if available)</p> <p style="padding-left: 40px;">b. Request the Military Identification Card of all individuals inside the vehicle.</p> <p style="padding-left: 40px;">c. Inform the vehicle occupants of the purpose of the delay.</p> <p style="padding-left: 40px;">d. If the selected vehicle does not contain any active duty military personnel, you will select the next available vehicle entering the installation.</p> <p style="padding-left: 40px;">e. Retrieve active duty military identification card and annotate information on 1st endorsement and have the active duty military member sign the endorsement section of the 354 FW/CC-directed "Gate Drug Urinalysis Selection and Screening Order."</p> <p style="padding-left: 40px;">(1) Complete the "Gate Sweep Drug Urinalysis Selection and Screening" log with one entry for the selected active duty military member to include: name, grade, social security number, organization, and direct the active duty military member to sign the log.</p> <p style="padding-left: 40px;">(2) Provide each active duty military member in the vehicle with the 354 FW/CC order and instruct him/her or them to proceed to the designated testing location to provide the required specimen.</p> <p style="padding-left: 40px;">(3) Retain the signed log.</p> <p>3. At the completion of your entry control screening duties, report to the Drug Reduction Program Manager (DRPM), or representative, located at the designated testing location with the signed log.</p>

a. This log will be compared to the name and SSAN of the samples collected. Discrepancies will be reported to the 354 FW/JA immediately by the DRPM. You may be required to provide a written statement concerning any discrepancies for use in UCMJ or other administrative action.

b. If there are no discrepancies, you will be released, unless instructed otherwise.


4. Questions concerning procedures should be directed to the 354 FW/JA on call or on-duty. The judge advocate can be reached through the 354th Command Post at 377-1500.

FIRST M. LAST, Rank, USAF
Commander

Attachment 3

MEMORANDUM FOR SELECTED ACTIVE DUTY MILITARY MEMBER

Figure A3.1. MEMORANDUM FOR SELECTED ACTIVE DUTY MILITARY MEMBER

DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES		
		
Date: _____		
MEMORANDUM FOR SELECTED ACTIVE DUTY MILITARY MEMBER FROM: 354 FW/CC SUBJECT: Gate Sweep Drug Urinalysis Selection and Screening Order		
1. You have been selected for urinalysis drug testing under the provisions of the Air Force Drug Testing Program as outlined in AFI 44-120, <i>Drug Abuse Testing Program</i> . 2. You will complete the required information below and provide the original to the monitor. 3. You are ordered to report to the following building number _____, building name _____, at (address) _____ immediately upon receipt of this order. 4. If you have family members in the car with you, you are authorized up to a 30-minute delay to drop family members off on Eielson Air Force Base. Then, you are required to proceed immediately to the testing site. 5. Failure to report for urinalysis drug testing is punishable under the UCMJ.		
FIRST M. LAST, Rank, USAF Commander		
1st Ind, MEMORANDUM FOR 354 FW/CC I acknowledge receipt and understanding of this order to report for urinalysis drug testing under the provisions of the Air Force Drug Testing Program. I understand that I must report immediately upon receipt of this order and failure to do so may result in disciplinary action under the UCMJ.		
1. Name: _____ 2. Grade: _____ 3. SSAN: _____ 4. Organization: _____ 5. Unit Phone: _____ 6. Duty Station: _____		

7. Date: _____	8. Time: _____	9. Commander: _____
Member's Signature: _____		

MEMORANDUM FOR 354 MDOS/SGOW

Figure A4.1. MEMORANDUM FOR 354 MDOS/SGOW

PACIFIC AIR FORCES



Date:

MEMORANDUM FOR 354 MDOS/SGOW

FROM: 354 FW/ ENTRY POINT MONITOR FOR GATE SWEEP DRUG SCREEN

Rank: _____ Name: _____ Unit: _____

SUBJECT: Gate Sweep Drug Urinalysis Selection and Screening Log.


1. The following active duty members have been selected for urinalysis drug testing under the provisions of the Air Force Drug Testing Program as outlined in AFI 44-120, *Drug Abuse Testing Program*.
2. The following information and signatures were provided by the selected active duty members for the purpose of corroborating personal information. This information is confidential and no reproduction is permitted.

[illegible]

Attachment 5

MEMORANDUM FOR 354

Figure A5.1. MEMORANDUM FOR 354

DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES	
	<div style="text-align: right; margin-bottom: 10px;">Date: _____</div> <div> MEMORANDUM FOR 354 _____ <div style="text-align: center;">Selected Unit</div> </div> <div> FROM: 354 _____ <div style="text-align: center;">Group</div> </div> <div> SUBJECT: Instructions for Base Recall Urinalysis Testing; Drug Reduction Program </div> <ol style="list-style-type: none"> 1. The members in your unit identified on the attached list have been randomly selected by the Air Force Drug Testing Program for Inspection Drug Testing ordered by the Wing Commander. 2. If you have any questions regarding these instructions, please contact Drug Demand Reduction at 377-7077. <div style="text-align: right; margin-top: 20px;"> _____ 354th Group Commander </div> <p>1st Ind, Unit/CC</p> <p>MEMORANDUM FOR</p> <ol style="list-style-type: none"> 1. You have been randomly selected for Inspection drug urinalysis testing and are ordered to submit a urine sample. 2. You must report to the designated testing location at _____ immediately upon receipt of this notification. 3. You are to Surrender DD Form 2AF (Military ID Card) and written order upon arrival at the testing location and must remain at the facility until you have provided a urine specimen and have been given permission to leave. 4. You will be observed urinating directly into the bottle or other authorized receptacle provided to you for collecting the urine specimen. Avoid contaminating the specimen and fill the bottle or other receptacle provided to you, with at least 45 milliliters of urine. 5. Failure to obey this order in any way may result in disciplinary action against you under the Uniformed Code of Military Justice (UCMJ). You will acknowledge that you have read and understand this order by signing below. <div style="border-top: 1px solid black; height: 20px; margin-top: 10px;"></div>

Unit/CC

(Must be on G Series Orders) Signature

2nd Ind, _____ (member)

MEMORANDUM FOR Unit/CC


I have read and understand this order. I further understand that failure to comply with this order may result in disciplinary action.

Date/Time notified_____
Member's signature

Attachment 6

MEMORANDUM FOR 354 _MEMBER


Figure A6.1. MEMORANDUM FOR 354 _MEMBER

DEPARTMENT OF THE AIR FORCE	
PACIFIC AIR FORCES	
	Date: _____
MEMORANDUM FOR 354 _____ (Member)	
FROM: 354 _____ Unit Commander Symbol	
SUBJECT: Order to Provide a Urine Specimen – Inspection Testing	
<ol style="list-style-type: none"> 1. You have been randomly selected for drug urinalysis testing and are ordered to submit a urine sample. 2. You must report to the designated testing location at _____ immediately. 3. You are to Surrender DD Form 2AF (Military ID Card) and written order upon arrival at the testing location and must remain at the facility until you have provided a urine specimen and have been given permission to leave. You must report immediately upon receipt of this notification. 4. You will be observed urinating directly into the bottle or other authorized receptacle provided to you for collecting the urine specimen. Avoid contaminating the specimen and fill the bottle or other receptacle provided to you, with at least 45 milliliters of urine. 5. Failure to obey this order in any way may result in disciplinary action against you under the Uniformed Code of Military Justice (UCMJ). You will acknowledge that you have read and understand this order by signing below. 	
_____ 354 th Unit Commander	
1st Ind, Unit/CC	
MEMORANDUM FOR Unit/CC	
I have read and understand this order. I further understand that failure to comply with this order may result in disciplinary action.	
_____ Date/Time notified	_____ Member's signature

Attachment 7

MEMORANDUM FOR

Figure A7.1. MEMORANDUM FOR

DEPARTMENT OF THE AIR FORCE	
PACIFIC AIR FORCES	
	Date:
MEMORANDUM FOR _____ (Member)	
FROM: 354 FW/CC	
SUBJECT: Command Directed Urinalysis	
<p>1. You are hereby ordered to provide a urine specimen for drug testing purposes. Compliance with this order requires that you:</p> <ul style="list-style-type: none">a. Report immediately to the Drug Demand Reduction Office to provide a urine specimen.b. Surrender your ID card upon arrival at the testing location and remain at the testing location until you have provided a urine specimen.	
<p>2. Failure to obey this order in any way may result in disciplinary action under the Uniform Code of Military Justice (UCMJ). You will acknowledge you have read this order and understand it by your endorsement below.</p>	
	_____ CC Signature
1st Ind, (Member)	
TO: (SQ/CC)	
Receipt acknowledgment at _____ hrs, on _____. I understand I must report to the testing facility after receipt of this letter.	
_____ Member's Signature	

2nd Ind, Drug Testing Program Administrative Manager (DTPAM)

TO: (SQ/CC)

Member was present for testing at _____hrs, on _____.

Signature of DTPAM